

EASTERN RAILWAY

**WORK STUDY REPORT
ON
REVIEW OF SAFAIWALA DEPLOYED IN LLH RAILWAY COLONY
AND LLH RAILWAY HOSPITAL UNDER CMS / LLH
(STUDY NO.WSER-03/18-19)
(Submitted on 25.06.2018)**

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The study team is very much thankful to CMS / LLH Railway hospital for their valuable guideline to complete the subject work-study report successfully. The study team is thankful to CHI/SDAH for his heartiest co-operation to furnish data relating to study report

TERMS OF REFERENCE

As approved by the competent authority, the subject work study has been undertaken by the GM's Efficiency Cell of Eastern Railway in financial year 2018-19 under the following terms of reference:-

To review the workload and assess the requirement of safaiwala at LLH railway hospital & LLH colony in consideration with outsourcing of cleaning activities particularly at LLH colony.

METHODOLOGY ADAPTED

During field study, the study team adopted the following methodology to ascertain the requirement of safaiwala deployed at LLH railway hospital under ANO/LLH & LLH colony under H&MI/LLH based on their existing workload. The following methodology is adopted:

1. Evaluate the existing workload.
2. Discussion with Controlling Officers and H&MI/LLH & ANO/LLH.
3. Collection of data regarding the present activities catered by safaiwala at LLH/colony and LLH railway hospital.
4. Critical analysis has been drawn based on the outsourcing of cleaning activities at LLH colony and shift wise deployment of safaiwala at LLH railway hospital.

SUMMARY OF RECOMMENDATION

Recommendation	Para reference
It is recommended that the actual requirement of safaiwala under H&MI/LLH and ANO/LLH hospital is assessed to 46 posts as against a total sanctioned strength of 80 posts thus rendering surplus of $(80-46)=34$ posts from Medical department of HWH division.	3.7.1

EXECUTIVE SUMMARY

Study Name & No.	REVIEW OF SAFAIWALA DEPLOYED IN LLH RAIWAY COLONY AND LLH RAILWAY HOSPITAL UNDER CMS / LLH (STUDY NO.WSER-03/18-19) (SUBMITTED ON 25/06/2018)
Year of conducting the study:	2018-19
Terms of reference:	To review the workload and assess the requirement of safaiwala at LLH railway hospital & LLH colony in consideration with outsourcing of cleaning activities particularly at LLH colony.
Methodology:	<ol style="list-style-type: none"> 1. Evaluate the existing workload. 2. Discussion with Controlling Officers and H&MI/LLH & ANO/LLH. 3. Collection of data regarding the present activities catered by safaiwala at LLH/colony and LLH railway hospital. 4. Critical analysis has been drawn based on the outsourcing of cleaning activities at LLH colony and shift wise deployment of safaiwala at LLH railway hospital.
Sanctioned Strength	80
Existing Men on Roll:	74
Proposed Requirement of Manpower	46
Vacant post:	06
Proposed Surrender:	34
Justification	
The requirement of safaiwala at LLH/colony has been made based on outsourcing of cleaning activities of LLH colony and the assessment of safaiwala at LLH railway hospital has also been made on consideration of physical observation.	

CHAPTER-I

1.0 INTRODUCTION:

1.1 **Indian Railways** is an Indian state owned enterprise, owned and operated by the Government of India through the Ministry of Railways. It is one of the world's largest railway networks comprising 115,000 km (71,000 mi) of track over a route of 65,000 km (40,000 mi) and 7,500 stations. Indian Railways is the world's ninth largest commercial or utility employer, by number of employees, with over 1.4 million employees. Indian Railway is not a mere operation. It is an institution. It is an industry. It is a prime mover of India's infrastructure. As of December 2012, it transported over 25 million passengers daily (over 9 billion on an annual basis).

1.2 The main theme of the study is to improve the quality of sanitation work by maximum utilization of Safaiwalas keeping in view the financial achievements.

1.3 Indian Railway is facing tremendous financial crunch after implementation of 7th Pay Commission. Operating ratio is gradually increasing. Though Indian Railway is not a business organization but to survive, it is always essential to make the organization in profit i.e. operating ratio should be less than 100. Performance Efficiency Index shown in the corporate plan published by the Eastern Railway, the "operating ratios" from 2013-14 to 2017-18 are as given below.

2013-14	:	173.32%
2014-15	:	177.27%
2015-16	:	180.75%
2016-17	:	165.25%
2017-18	:	178.76% (Proposed)

1.4 The subject work study has been undertaken to review the quality of sanitary services at Liluah colony premises under the Medical department keeping in view the financial achievement. This is possible only by maximum utilizing of workforce with mechanical devices for cleaning operations. Study team considers the maximum participation of foreign agencies in cleaning and washing process in major station premises to upkeep the environment of Liluah colony surroundings to make it world class.

1.5 Liluah railway station is part of the Kolkata Suburban Railway. It also has a Railway Carriage and Wagons Workshop and LLH Railway hospital. The Liluah Railway station has 5 platforms with 3 mainly being used for the Howrah-Bardhaman Main Line and the other two for the Howrah-Bardhaman Chord Line. The Belur Math Line branches off between Liluah and Belur. There is also a line connecting Liluah and Andul in the South Eastern Railways, used by goods trains. It takes 8 minutes to travel from Howrah to Liluah (a distance of 5 km) by a suburban local train But the same journey takes 10 minutes

when going from Liluah To Howrah due to bulk railway traffic coming in and out of the Howrah station which is the biggest railway junction in India.

Liluah station handles both types of load of Suburban trains and as well as long distance Mail/Express Trains. The Health & Malaria Inspector of LLH is nominated for the keeping the surroundings of colony of LLH to be made neat and clean.

- 1.6 With the introduction of Mechanical devices for cleaning operation, it is easier now to make the Road and surroundings of LLH colony clean and hygienic. As the subject work study is undertaken to review the existing deployment of Safaiwalas under LLH hospital vis-à-vis their workload as a regular manner, it is essential to assess the optimum utilization of Safaiwalas to cater the daily workload. The subject study is also undertaken to review consequent upon the use of Mechanical cleaning devices by which the quality of cleaning has increased drastically along with remarkable financial savings. Keeping the above ideas into consideration, the study team has given their concentration on the existing pattern of working and existing deployment of Safaiwalas according to their work point. The study team has also given full stress on the matter of privatization of cleaning activities in LLH colony under H&MI/LLH keeping in view the financial achievements and also better quality of cleaning.
- 1.7 Presently 38 nos of safaiwala at LLH colony and 36 nos of safaiwala at LLH railway hospital totaling to 74 nos of safaiwala are working as against the sanctioned strength of 80 posts lying vacant of 06 posts under medical department.

CHAPTER-II

2.0 EXISTING SCENARIO:

- 2.1 The existing infrastructure i.e. the organizational set up and the present workload on daily measures including the present pattern of working system at LLH colony and LLH railway hospital is appended below.
- 2.2 Liluah railway station is part of the Kolkata Suburban Railway. The Liluah Railway station has 5 platforms with three platforms mainly being used for the Howrah-Bardhaman Main Line and the other two for the Howrah-Bardhaman Chord Line. LLH railway hospital & one colony are under the control of CMS/LLH. The cleaning activities of colony and surrounding area of LLH hospital are under the direct supervision of H&MI/LLH. The garbage cleaning of LLH railway colony has already been given to contractual system. The duration of contract is from 27.11.16 to 26.11.2018.
- 2.3 The latest staff position of safaiwala at Liluah Colony (conservancy) and LLH hospital under H&MI/LLH and ANO/LLH hospital is tabulated below and the present strength position furnished by APO /LLH is attached in annexure-I.

S. No.	Unit	Designation	Pay Scale & Pay Band	Staff Strength		
				Sanctioned Strength	On-Roll	Vacancy
1.	LLH colony	Safaiwala	Rs. 5200-20200/- GP-1800/-	80	38	06
2.	LLH Hospital	Safaiwala			36	
TOTAL				80	74	06

- 2.4. In general working of safaiwala deployed in LLH colony, Workshop health unit and LLH Railway hospital is detailed as under.
- i. Collect, remove and dispose off rubbish and night soil from Railway premises and colonies etc.
 - ii. Sweep the road and other surface area of the Railway premises and colonies and collect the sweepings and put these in the dustbins and also dust and remove cobwebs, etc.
 - iii. Clean the drains and carry out periodic de-silting.
 - iv. Undertake all other activities related to cleaning of colonies/stations.
 - v. Carry sanitary stores.
 - vi. Carry out any other duty as ordered by the Health Inspector and other Medical Officers.
 - vii. Accumulation of garbage's from each Railway building & road and disposed it to the schedule dustbin.

- viii. Disposal of dead animals within the jurisdiction of Rly. Yard, office premises under the control of concern H&MI.
- ix. Spraying with DDT or other appropriate insecticide & destruction of larvae at breeding place at colony and platform.
- x. Sweep the roads, ground, floors etc. of the hospital/health unit.
- xi. Frequently clean the floor of the wards with wet cloth and clean the hospital doors.
- xii. Windows, window panes etc.
- xiii. Clean the bed pans, sputum cups, urinals, commodes and latrines attached to the hospital/ health unit.
- xiv. Supply bed pans and urine bottles to the patients, and clean them after use.
- xv. Carry the patients on stretchers in the hospital and from station to hospital and vice versa.
- xvi. Carry the hospital stores.
- xvii. Wash the soiled clothes.

2.4.1 It is observed during study period that safaiwalas are deployed to cater the existing cleaning work in different locations of LLH colony. Location wise regular deployment of safaiwala during the period from 06:00-14:00 hrs under H&MI/LLH is stated as under.

UNIT	No. of Safaiwala deployed	Work point
LLH colony	4	Cleaning/sweeping of surrounding area of LLH railway hospital.
	2	Sweeping/Cleaning of Gardiner Road.
	1	Sweeping/Cleaning of Strachy Road & 16 no. of qtrs.
	1	Sweeping /Cleaning of Bijlee Road as well as Belur Road.
	1	Sweeping /Cleaning of Station Road & IOW station Quarters.
	1	Sweeping/Cleaning of RPF family Qtrs and Wireless Qtrs..
	2	Sweeping /Cleaning of Pearce Road as well as D S Line Road.
	1	Sweeping /Cleaning of Auto & wireless office & Training school.
	2	Sweeping /Cleaning of Officer club & New Jenyns Road.
	1	Sweeping /Cleaning of Bara gate side to Jenyns Road .
	1	Sweeping /Cleaning of Jenyns Road.
	2	Sweeping /Cleaning of Pani tanki road & Friendly Road.
	1	Sweeping /washing of existing latrine.

	2	Spraying with DDT or other appropriate insecticide & destruction of larvae at breeding place of LLH colony.
	1	Sweeping road near Pumping stn.
	1	Collection of garbage by using Trolley.
	1	Sweeping/Cleaning of CHI Office.
	6	A gang of safaiwala utilized for Cleaning of high drains and main drains & carry out periodic de-silting as when required.
Total	31	

2.4.2 Apart from the above deployment of safaiwalas at LLH colony, rest 36 nos. of safaiwal are utilized to cater the existing sweeping/cleaning work at LLH railway hospital. The shift wise deployment of safaiwala in different working points of LLH railway hospital under ANO/LLH are shown as under.

UNIT	No. of Safaiwala deployed	work point in 3 shift
LLH Railway Hospital	3	Cleaning/sweeping work of male medical ward.
	3	Sweeping/Cleaning work of male surgical ward.
	3	Sweeping/Cleaning work of emergency ward.
	3	Sweeping/Cleaning work of female medical & children Medical ward..
	3	Sweeping/Cleaning work of female surgical ward.
	1	Sweeping /Cleaning work of workshop health unit
	2	Sweeping/Cleaning work of pathology department.
	2	Sweeping/Cleaning work of OPD.
	2	Sweeping/Cleaning work of OT.
	1	Sweeping/Cleaning work of X-Ray department..
	1	Sweeping/Cleaning work of Medical store.
	1	Sweeping/Cleaning work of Kitchen.
	1	Sweeping/Cleaning work of Physiotherapy department.
	1	Sweeping/Cleaning work of Labour room. i.e. Delivery ward.
	1	Sweeping/Cleaning work of Dressing room..
	1	Sweeping/Cleaning work of ICU ward.
Total	29	

- 2.5 LLH railway colony has different categories of Railway Quarters like Type-I, Type-II, Type-III & Type-IV. There are concreted roads inside the Rly. Colonies. Besides that, various types of drains, Vats for temporary garbage accumulation, etc. which are to be looked after by the H&MI/LLH with the deployment of 'Safaiwalas' under him. The cleaning of House drains, sweeping of roads & surroundings, cleaning of latrine blockage & removal of garbage, etc. and of sanitary and cleaning work are to be executed in the said Colony.

- 2.5.1 The particulars of quarters of LLH Railway Colony mentioned in above para, in terms of Occupation, Vacant, etc. is tabulated below:

Table – 1

Sl. No.	Location	Type	Total	Occupied	Vacant	% of occupation	% of Non-Occupation i.e. either vacant or Condemned/ Dismantled Rly. Quarters
1	<u>LLH Colony</u>	I	266	133	133	50	50
		II	308	238	70	77	23
		III	448	324	124	72	28
		IV	144	102	42	71	29
		V	64	36	28	56	44
	Total		1230	833	397		

- 2.6 The Cleaning / sweeping work of LLH colony & LLH Railway hospital has executed by the existing departmental safaiwala and the work of daily collection, removal and disposal of accumulated garbage, rubbish, silts etc. from vats of LLH railway colony to authorized dumping ground outside railway premises has already been given to contractual system. The details of nature & volume of Sanitary & Cleaning Work at Liluah colony under H&MI/LLH are tabulated as under.

Sl. No.	Nature of Works	Volume of Work at LLH
1.	Cleaning the Surroundings areas of Rly. qtrs.	439951.16 Sq.ft.
2.	Sweeping of Colony Roads. i.e. Approach .road & main road.	703259.67 Sq.ft.
3.	Cleaning of House & Main Drains	77057.84 Rft.
4.	Collection & Removal of garbage from Drain i.e. House & Main Drains	77057.84 Rft.
5.	Sweeping of Stair Cases of Multistoried Buildings	9346 steps a) 88 nos.of four storied buildings. b) 21 nos.of three storied buildings. c) 39 nos.of two storied buildings.
6.	Collection & removal of garbage from road & surrounding area & deposited in dustbin.	1143210.83 Sq.ft.

2.8 It is also observed by the study team that Medical Department has outsourced the workload of daily collection, removal and disposal of accumulated garbage, rubbish, silts etc. from vats of LLH railway colony to authorized dumping ground outside railway premises. The other work of mechanised & manual cleaning of High drains, Main Drains, Underground drains, covered drains etc. with desilting by machine & regular maintenance of the same located inside Liluah railway colony is going to be contractual very soon.

2.8.1 The details of contractual works regarding daily removal of garbage from vats of LLH Railway colony to authorized dumping ground outside railway premises executed by Medical Department of Howrah Division along with corresponding Work Schedule are as under:

2.8.2

Subject of Contract :	Supply of one fully equipped diesel truck with fuel, lubricant, maintenance etc. with one driver, one cleaner and four (04) adult labours for removal of 12 cubic meter of garbage from vats of Liluah Railway colony per day by two (02) trips (approx. 06 cubic meter per trip & disposal of dead animals from Railway Colony to authorized dumping ground outside Railway outside Railway Premises.
Agreement No. :	H/San/4/1/MED/16 Dtd. 07/03/2017
Place of Work :	LLH Colony
Contractor Name :	M/s S. R. Construction, 18, Subadra Nagar, Belur, LLH, Howrah – 711204.
Duration of Contract :	Two Years (27/11/2016 to 26/11/2018).
Agreement value :	Total 7512 M3 for 02 years x Rs.172/-per M3 = Rs. 12,92,064/-

CHAPTER-III

3.0 CRITICAL ANALYSIS

The study team has critically analyzed the present workload and effective deployment of Safaiwala as per present system of working keeping in view the existing infrastructural set up.

- 3.1 While reviewing the subject study, the study team has critically examined and analyzed the all possible ways to optimize the Safaiwalas as well as improve the quality of cleaning. The study team has given full stress on introduction of Mechanized cleaning of High and main drain in addition to the manual cleaning of LLH railway colony.

- 3.2 It is observed during period of study that the volume of work i.e. sweeping/cleaning of surrounding area of Rly. qtrs, stair cases, road, high/main drains, and removal of garbage etc. catered by departmental existing safaiwala are not up to the mark due to lack of following reasons.
 - a) Non availability of mechanical cleaning gadgets.
 - b) Shortage of departmental man power in regard to sweeping/cleaning of LLH colony.
 - c) On an average per day 28% absenteeism of departmental staff.
 - d) Lack of awareness of Cleanliness campaigns in the area of LLH railway colony.
 - e) Inadequate facilities and infrastructure such as dustbins & vats at LLH railway colony.
 - f) Lack of efficiency due to old age of safaiwala deployed at LLH railway colony.

- 3.3 Keeping the above points in mind, There is no other alternative to provide outsource/ professional agencies instead of departmental safaiwala catered the existing volume of work as stated in para 2.6 due to following reason.
 - i) Mechanical cleaning gadgets such as heavy duty new suction machine with minimum 8500 litre tank capacity are being used to achieve improved standard of desilting of high and main drains, underground and covered drains of LLH railway colony.
 - ii) To achieve better quality of sweeping & cleaning work at LLH railway colony.
 - iii) It is seen that efficiency of the contractual labour is more than Railway departmental Safaiwala. Therefore, the contractual staff is giving output of approximate 150% compared to that of the departmental Staff.
 - iv) To participation of private agencies at LLH colony under H&MI/LLH resulting surrender of departmental Safaiwalas which will affect the huge financial achievement of railway.

- 3.4 Medical department of Sealdah division has outsourced the workload of manual cleaning of Narkeldanga and Moghulbagan colony to private agencies on and from 15.12.17 as shown in annexure-II. The activities like cleaning the surroundings areas of Rly. qtrs, Sweeping of Colony Roads. i.e. Approach .road & main road, cleaning of House & Main Drains, Collection & Removal of garbage from Drain i.e. House & Main Drains, Sweeping of Stair Cases of Multistoried Buildings and Collection & removal of garbage from road & surrounding area & deposited in dustbin are executed by contractual agency. The contractual rate of manual cleaning at Narkeldanga and Moghulbagan colony of sealdah division has been considered by the study team for the evaluation of total contractual value of LLH railway colony. The rate per Sqft/Rft per day has been calculated based on the schedule of work of narkeldanga and moghulbagan colony at SDAH which is shown in **Table-A**. The details items and volume of work of LLH colony and yearly total Cost incurred after escalation of existing rate of 6% are shown in **Table-B**.

TABLE- A

S. No	Description of work	Quantity of work to be done (a)	Rate per day (b)	Rate per Sqft/Rft per day (b/a)
1.	Daily once through manual cleaning of all surrounding area. Collection & removal of all accumulated garbage from said area to scheduled dust bin by hand trolley from 8 hrs. to 16 hrs. excluding service building , Auditorium & play ground for 730 days except Sunday i.e. 626 working days. All works to be done with following consumables. a) Broom coco, b) Cane Basket c) Hand Trolley=02 nos.	624828.67 Sq.ft.	Rs.6014.00	$\frac{6014}{624828.67} = \text{Rs } 0.009625/-$
2.	Daily once through manual cleaning of all road area. Collection & removal of all accumulated garbage from said area to scheduled dust bin by hand trolley from 8 hrs. to 16 hrs. excluding service building , Auditorium & play ground for 730 days except Sunday i.e. 626 working days. All works to be done with following consumables. a) Broom coco, b) Cane Basket c) Hand Trolley=02 nos.	127058.26 Sq.ft.	Rs.1266.00/-	$\frac{1266}{127058.26} = \text{Rs } 0.009964/-$
3.	Daily once through cleaning of main drain along with total house drain (surface drain) with cutting edge of the drains Collection & removal of garbage silt etc. from said area to schedule dustbin through hand trolley. All works to be done with necessary equipments and after cleaning bleaching powder should be sprinkled around the drains. All works to be done from 8 hrs. to 16 hrs for 730 days except Sunday i.e. 626 working days. All works to be done with following consumables.-a) Bleaching powder b) Shovel c) Phowrah d) Drain Brush e) Hand Trolley = 02 nos.	a) Main drain = 4560.59 Rft.	Rs. 1377.00/- (approx)	$\frac{1377}{4560.59} = \text{Rs } 0.3019/-$
		b) House drain = 13937.69 Rft (Surface drain)	Rs. 2104.00/- (approx)	$\frac{2104}{13937.69} = \text{Rs } 0.1509/-$
		Total 18498.28 Rft.	Total =Rs. 3481.00/-	-----

4.	Daily once through dry and weight cleaning of 82 nos of stair case along with 2050 nos. of steps. Collection & removal of all garbage & dust by poly bucket from said area to schedule dustbin. . All works to be done from 8 hrs. to 16 hrs for 730 days except Sunday i.e. 626 working days. All works to be done with following consumables.- a) Broom coco,b) Poly Buckets c) Poly Mug d) Disinfecting fluid ,	a) No of Stair case = 82 nos. b) No of Steps = 2050 nos.	Rs. 1266.00/-	Rate per steps/day = $\frac{1266}{2050} = \text{Rs } 0.61/-$
5.	Daily door to door collection & removal of household garbage from said area to schedule dustbin by hand trolley. Daily cleaning of choked underground sewer line, inspection pits, Septic tanks. All works to be done from 8 hrs. to 16 hrs for 730 days except Sunday i.e. 626 working days in a year. All works to be done with following consumables.-a) Poly Mug b) Hand Trolley = 02 nos.	Total Nos. of Quarters = 771 nos.	Rs.3798 .00/-	Rate per Quarter /day = $\frac{3798}{771} = \text{Rs } 4.926/-$

3.4.1 The details items and volume of work of LLH colony and yearly total Cost incurred based on rate per Sqft/Rft / day which has shown at table 'A'. The annual cost is accorded in LLH colony after escalation of total cost @ 6% as shown in table 'B'.

TABLE- B

Sl. No	Description of work	Area of work in Sq.Ft.	Rate Sqft/Rft per day	Total cost per year	Yearly cost considering escalation cost @ 6%
1	Daily once through manual cleaning of all surrounding area. Collection & removal of all accumulated garbage from said area to scheduled dust bin by hand trolley from 8 hrs. to 16 hrs. excluding service building , Auditorium & play ground for 365 days except Sunday i.e. 313 working days in a year. All works to be done with following consumables. a) Broom coco, b) Cane Basket c) Hand Trolley=02 nos	439951.16 Sq.ft.	Rs 0.009625/-	439951.16 x 0.009625 x 313 = Rs.13,25,407.86/-	Rs.14,04,932.33/-
2	Daily once through manual cleaning of all road area Collection & removal of all accumulated garbage from said area to scheduled dust bin by hand trolley from 8 hrs. to 16 hrs. excluding service building , Auditorium & play ground for 365 days except Sunday i.e. 313 working days in a year. All works to be done with following consumables. a) Broom coco, b) Cane Basket c) Hand Trolley=02 nos.	703259.67 Sq.ft.	Rs 0.009964/-	703259.67 x 0.009964 x 313 = Rs.21,93,278.43/-	Rs.23,24,875.13/-

3	Daily once through cleaning of main drain along with total house drain (surface drain) with cutting edge of the drains. Collection & removal of garbage silt etc. from said area to schedule dustbin through hand trolley. All works to be done with necessary equipments and after cleaning bleaching powder should be sprinkled around the drains. All works to be done from 8 hrs. to 16 hrs for 365 days except Sunday i.e. 313 working days in a year. All works to be done with following consumables.-a) Bleaching powder b) Shovel c) Phowrah d) Drain Brush e) Hand Trolley = 02 nos.	a) Main drain= 35113.52 Rft.	Rs.0.3019/-	35113.52 x 0.3019 x 313 = Rs.33,18,041.53/-	Rs.35,17,124.02/-
		b) House drain (Surface drain) = 41944.32 Rft.	Rs.0.1509/-	41944.32 x 0.1509 x 313 = Rs.19,81,101.53/-	Rs.20,99,967.62/-
		Total = (a) + (b) 77057.84 Rft.		Rs.52,99,143.06/-	Rs.5617091.64/-
4	Daily once through dry and weight cleaning of 148 nos of stair case along with 9346 nos. of steps. Collection & removal of all garbage & dust by poly bucket from said area to schedule dustbin. . All works to be done from 8 hrs. to 16 hrs for 365 days except Sunday i.e. 313 working days in a year. All works to be done with following consumables.- a) Broom coco,b) Poly Buckets c) Poly Mug d) Disinfecting fluid	a) No of Stair case = 148 nos. b) No of Steps = 9346 nos.	Rate per steps/day =Rs. 0.61 /-	0.61 x 9346 x 313 = Rs.17,84,431.78/-	Rs.3,93,033.48/-
5.	Daily door to door collection & removal of household garbage from said area to schedule dustbin by hand trolley. Daily cleaning of chocked underground sewer line, inspection pits, Septic tanks. All works to be done from 8 hrs. to 16 hrs for 365 days except Sunday i.e. 313 working days in a year. All works to be done with following consumables.-a) Poly Mug b) Hand Trolley = 02 nos	Nos. of Quarter occupied = 833 nos.	Rate per quarter/day = Rs.4.926/-	833 x 4.926 x 313 = Rs.12,84,351.05/-	Rs.13,61,412.11/-
TOTAL COST					Rs. 1,11,01,344.69/-

It is evident from the above table that the yearly cost incurred of about Rs.1,11,01,344.69/- due to outsourcing of cleaning & sweeping work of LLH railway colony. The financial savings of railway will be assessed after providing a skeleton cleaning departmental staff at LLH colony.

3.5 It is felt by the study team that a skeleton cleaning staff of about 10 nos inclusive of LR is required to be retained after introduction of contractual sweeping/cleaning work at LLH railway colony based on the following reasons.

- a) Washing of toilets, sweeping & swabbing of floors and inside cleaning of drains of service buildings and others offices such as officer's club, union office, Hindi high school, telephone exchange office, town supply office, wireless office and union office etc. which are not included in the volume of work as mentioned in para 3.4.
- b) Spraying of larvacides and adulticides and operation of fogging machine in regard to control of mosquitoes in the colony area.
- c) Junction period of closing and reopening of cleaning contractual agreement.
- d) To attend the choking of sanitary pipe line, septic tank or other misc. work as against the complaint lodged by occupant.

3.5.1 The rest on roll strength i.e. (38-10) = 28 nos. of safaiwala under H&MI/LLH will no more work at LLH colony after introduction of contractual cleaning work thus, rendering surrender of 28 posts. Therefore, *total annual cost incurred on salary head of Departmental Safaiwalas* under H&MI/LLH are as under:

Category	Pay Scale & Pay Band	GP	Mean Pay			
				DA @7%	Monthly	Per Annum
Safaiwala	Rs.18000-56900/-	1800	37450	2622	40072	4,80,864/-

Yearly average Salary of Safaiwala is **Rs 4,80,864/-**

Annual Salary of 34 nos. of departmental Safaiwala = Rs 4,80,864/- X 28 = Rs.1,34,64,192 /-

So, the financial achievement after outsourcing of cleaning activities at LLH railway colony will be calculated as (Rs.1, 34, 64,192/- - Rs. 1, 11, 01,344.69/-) = **Rs.23,62,847.031/-**

3.6 The cleaning activities of LLH railway hospital are undertaken by departmental safaiwala. The inside and surrounding area of hospital are regularly cleaned by existing staff with satisfactory level under the supervision of ANO/LLH. During field study day to day workings of safaiwala as well as the present magnitude of cleaning activities have neatly been reviewed by the study team. During physical observation it is felt by the study team that the ward wise existing safaiwala are effectively utilized in their respective field of work and it is also felt that there is no scope of surplus of safaiwala from any working points or ward of hospital in order to maintain a steady & smooth flow of cleaning activities with an aim at better hygienic condition and cleanliness. Hence, on being scrutinized all aspect it is felt necessary by the study team to retain existing deployment of safaiwala so long the same work will be done departmentally. On being considered all pros & cons, it is opined by the study team that the same cleaning workload in and around the hospital area should be tackled by departmental staff in consideration with the level of sensitivity of said jobs as well as the the better degree of cleanliness. Therefore, the said workload should be done departmentally instead of outsourcing of the same activities under the present situation.

3.6.1 Consequent upon the present scenario of daily cleaning of hospital area as stated in para 3.6, the study team does not feel any necessity of outsourcing the cleaning activity at this stage. The shift vis a vis location/ward wise requirement of staff at LLH railway hospital is assessed as under.

	Requirement of staff				
LOCATION/WARD	Mor shift	Eve shift	Night shift	Genl. shift	Remarks
Male medical ward	1	1	1	-	Sweeping & cleaning of mentioned ward.
Male surgical ward	1	1	1	-	- DO -
Female medical & children medical ward.	1	1	1	-	- DO -
Female surgical ward	1	1	1	-	- DO -
Emergency room/Misc.work	1	1	1	-	Collection of oxygen cylinder, shifting the patients to concern ward in addition to cleaning of doctor chambers, emergency varandha etc.
ICU ward	1	1	1	-	Sweeping & cleaning of mentioned ward.
Work shop health unit	-	-	-	1	- DO -
Pathology ward	-	-	-	1	- DO -
OPD ward	-	-	-	1	- DO -
OT	-	-	-	1	- DO -
X-ray dept.	-	-	-	1	- DO -
Medical store	-	-	-	1	- DO -
Hospital Kitchen	-	-	-	1	- DO -
Physiotherapy dept.	-	-	-	1	- DO -
Labour room	-	-	-	1	- DO -
Dressing room	-	-	-	1	- DO -
Hospital surrounding area	-	-	-	1	- DO -
Total	6	6	6	11	- DO -
	6+6+6=18				

Cleanliness of hospital is not only related to the satisfaction of patient but also reduces the incidence of infections. Keeping the matter in mind, cleaning mopping to be made on emergency basis depending on the risk area of different wards such as OT, ICU, labour room, doctor's/nurses room, kitchen, wash room & wash basin, hospital lobby etc. Quoting the para 2.4.2 of chapter II, total 29 staff are presently deployed for catering the cleaning activities of LLH railway hospital. On being scrutinized the effective utilization of the sweeper deployed for cleaning of different wards in twice or thrice a day of LLH hospital as recorded during field study, the reviewed result as per analysis is drawn in a tabular form in the Para 3.6 which reflects the bare requirement of safaiwala. The actual requirement of safaiwala is calculated after providing RG & LR.

Total bare requirement of staff = 18 (M+E+N shift) + RG @ 16.66 of 18 + 11 (Gen. shift)
= 18+3+11 = 32 posts.

Actual requirement of staff after providing LR on 32 staff @ 12.5% of 32 = 32+4 = 36 posts.

3.6.1 It is concluded that the actual requirement of safaiwala at LLH railway hospital will be 36 posts which is equal to the existing on roll strength. Thus, the existing on roll strength of safaiwala at LLH railway hospital is justified based on the above analysis. Hence, no surrender has been felt necessary by the study team in case of hospital wing.

3.7 Based on the analysis made in the para 3.5.1 & 3.6.1, the proposed on roll strength i.e. revised sanctioned strength of safaiwala at LLH railway colony and LLH railway hospital will be 46 in total due to outsourcing of cleaning activities in LLH colony area. So far the cleaning activities of LLH railway hospital concern will be borne by the departmental safaiwala as opined by the study team. Hence the revised sanctioned strength as against the existing sanctioned strength has assessed to 46 rendering surrender of 34 posts which is tabulated as under.

Unit	Existing Sanctioned Strength	Existing MOR	Vac	Proposed MOR i.e. Revised S/S	Recommended Surplus
LLH colony	80	38	6	10	NIL
LLH hospital		36		36	
TOTAL	80	74	6	46	34

3.7.1 Recommendation

It is recommended that the actual requirement of safaiwala under H&MI/LLH and ANO/LLH hospital is assessed to 46 posts as against a total sanctioned strength of 80 posts thus rendering surplus of (80-46)=34 posts from Medical department of HWH division.

SUGGESTION

It is seen in the last 4-5 years that efficiency of the contractual labour is more than Railway Departmental Staff. With the feedback from various sources, it is considered that contractual staff is giving output of approximate 150% compared to that of the Departmental Staff. Though the cleaning activities of LLH railway hospital catered by the departmental safaiwala as it is emergency service. It is suggested to induce more participation of private agencies in phases at LLH railway hospital under ANO/LLH with a view for further scope of reduction of departmental Safaiwalas in regard to achieve more financial savings of the Railways.

CHAPTER-IV

4.0 FINANCIAL APPRAISAL:

- 4.1 According to recommendation made in Para 3.7.1, the financial savings achieved on account of surrender of 34 posts of safaiwala under Medical department of HWH division is calculated based on lower scale as under:

Category	No. of posts	Scale of Pay	Mean pay	DA @ 7%	Monthly	Yearly
		Figures in Rs.				
Safaiwala	34	18000-56900	37450	2622	40072	1,63,49,376/-

thus, consequent upon implementation of recommendations the annual savings would be Rs.1,63,49,376/-.